

July 10, 2006

Vicky Dalton  
Spokane County Canvassing Board  
1116 W Broadway  
Spokane WA 99260

Dear Vicky:

In accordance with RCW 29A.04.570, the State Election Certification and Training Program conducted a comprehensive review of election procedures in Spokane County during the 2005 Primary Election.

The RCW also requires a follow-up visit prior to the next primary or general election to verify that the county has taken the steps necessary to correct the changes recommended in the review report. The State Election Certification and Training Program conducted its follow-up visit on June 6, 2006.

As indicated below, the reviewer made a number of recommendations during the follow-up visit, and the Spokane County Auditor provided responses to the recommendations.

- 1. The reviewer recommended that the voter confirmation notices mailed by elections staff be updated to include a statement informing the voter that his or her registration will be cancelled if a response is not received before the next two federal elections are held.*

The Spokane County Auditor reported that new confirmation notices incorporating the required language had already been ordered and received by the elections department prior to the issuance of the final review report.

- 2. The reviewer recommended that all identification cards returned as undeliverable be retained for a 24 month period as the retention guidelines suggest.*

The Spokane County Auditor reported that this recommendation had been implemented prior to the follow-up review. In addition, the policy change has been updated in the elections policy and procedures manual.

- 3. The reviewer recommended that written procedures and statutes be followed to ensure no voter's registration is cancelled without a signed request.*

The Spokane County Auditor reported that this recommendation had been implemented prior to the follow-up review. In addition, the policy change has been updated in the elections policy and procedures manual.

4. *The reviewer recommended that all publications contain all of the required information and that the notice printed in the paper match the information provided by the office.*

The Spokane County Auditor reported that a member of the elections staff now receives proofs of the notices prior to and after the actual printing of the notices. This ensures that staff will have an opportunity to catch any notices in which the printer does not print the language as provided by the office.

5. *The reviewer recommended that instructions for voting be included in future notices of election.*

The Spokane County Auditor reported that this recommendation had been implemented prior to the follow-up review. In addition, the policy change has been updated in the elections policy and procedures manual.

6. *The reviewer recommended that a schedule be established to review all poll sites for accessibility issues on a periodic basis.*

Prior to the follow-up review, Spokane County Commissioners, in conjunction with the County Auditor, made the decision that Spokane County will vote entirely by mail. The Spokane County Auditor has arranged for a few Voter Service Centers to be available on Election Day. The County Auditor's Office worked with representatives from the local disability community to ensure that the sites selected as Voter Service Centers meet all legal accessibility requirements.

7. *The reviewer recommended the oath printed on the special absentee ballot request form be changed to reflect current law.*

The Spokane County Auditor reported that prior to the follow-up review, the oath on the special absentee ballot request form had been updated.

8. *The reviewer recommended that County Auditor staff refrain from issuing ballots and replacement ballots to persons who are not family members of the voter.*

The Spokane County Auditor reported that this recommendation had been implemented prior to the follow-up review. In addition, the policy change has been updated in the elections policy and procedures manual.

9. *The reviewer recommended that all ballots be counted by hand after the closing of poll sites on Election Night and that the number of ballots be recorded on a ballot accountability form.*

Since the Spokane County Auditor will conduct the county's elections by mail, this recommendation will no longer be an issue. The Auditor reported that any ballots received at the Voter Service Center on Election Day will be manually counted and recorded as required.

10. *The reviewer recommended that a secure container be provided to poll workers on Election Day to secure provisional ballots that are received throughout the day.*

The Spokane County Auditor reported that a ballot box secured with a numbered seal will be provided for any ballots received at the Voter Service Centers.

*11. The reviewer recommended that the poll worker training offered by Spokane County Elections continue to emphasize proper procedures regarding provisional ballots.*

The Spokane County Auditor will no longer need to provide poll worker training to the extent that it did when poll sites were available. However, it will continue to provide thorough training to workers assigned to the Voter Service Centers.

*12. The reviewer recommended that the Help America Vote Act poster be displayed in every polling place, added to the supply checklist and Boardworkers' Manual, and described as an important tool in poll worker training.*

The Spokane County Auditor reported that the office will ensure that the appropriate signage is posted at all Voter Service Centers.

*13. The reviewer recommended that election results not be tabulated until after 8:00 p.m. on Election Night.*

The Spokane County Auditor reported that the elections staff had changed the procedure to ensure that election results are not tabulated until after 8:00 p.m. on Election Night.

*14. The reviewer recommended that boxes of voted ballots be secured by either covering the sticker seals with packing tape or using sticker seals with stronger adhesive. In addition, seal numbers need to be assigned and recorded in a seal log.*

The Spokane County Auditor reported that each sticker seal will be covered securely with packing tape.

*15. The reviewer recommended that in order to prevent double voting, a process needs to be in place to ensure a voter has not already returned an absentee ballot before he or she is credited with voting a provisional ballot.*

Prior to issuance of the final review report, the County Auditor implemented provisions to ensure double voting will not take place.

If you have any questions, please feel free to contact me at 360.902.4165.

Sincerely,



Amber Cervantes, Program Specialist  
Certification and Training Program, OSOS

C: Todd Mielke, Spokane County Chair of Commissioners  
Steve Tucker, Spokane County Prosecuting Attorney  
Karen Flynn, Chair, Election Administration and Certification Board